



**ST. JOSEPH'S CO-ED. PRIMARY SCHOOL, EAST WALL, DUBLIN 3**

**Roll Number: 19774P**

01-8556284

[admin@stjosephscoed.ie](mailto:admin@stjosephscoed.ie)

[www.stjosephscoed.ie](http://www.stjosephscoed.ie)

## **Health & Safety Statement**

The Board of Management brings to the attention of its staff the following arrangements for safeguarding the safety, health and welfare of those employed and working in the school.

This policy requires the co-operation of all employees. It shall be reviewed annually or more frequently if necessary, in the light of experience, changes in legal requirements and operational changes. A safety audit shall be carried out annually by the Board of Management Safety Officer (principal) and a report made to staff at the beginning the school year. All records of accidents and ill-health will be monitored in order to ensure that any safety measures required can be put in place to minimise the recurrence of such accidents and ill-health.

The Board of Management of **St. Joseph's Co-ed. Primary School** wishes to ensure that as far as is reasonably practical:

- ◆ The design, provision and maintenance of all places in the school shall be safe and without risk to health.
- ◆ There shall be safe access to and from places of work.
- ◆ Work systems shall be planned, organised, performed and maintained so as to be safe and without risk to health.
- ◆ Protective clothing or equivalent shall be provided as is necessary to ensure the safety and health at work of its employees.
- ◆ Plans for emergencies shall be complied with and revised as necessary.
- ◆ This statement will be continually revised by the Board of Management as necessity arises, and shall be re-examined by the Board on at least an annual basis.
- ◆ Employees shall be consulted on matters of health and safety.
- ◆ Provisions shall be made for the election by the employees of a safety representative.

The Board of Management of **St. Joseph's Co-ed. Primary School** recognises that its statutory obligations under legislation extends to employees, students, to any person legitimately conducting school business, and to the public.

The Board of Management of **St. Joseph's Co-ed. Primary School** undertakes to ensure that the provisions of the safety, health and welfare at Work Act 1989 are adhered to:



### **Duties of Employees**

It is the duty of every employee while at work:

- (a) To take reasonable care for his/her own safety, health and welfare, and that of any person who may be affected by his/her acts or omissions while at work.
- (b) To co-operate with his/her employer and any other person to such extent as will enable his/her employer or the other person to comply with any of the relevant statutory provisions.
- (c) To use in such manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or thing provided (whether for his/her lone use or for use by him/her in common with others) for securing his/her safety, health or welfare at work.
- (d) To report to the Board of Management in writing without unreasonable delay, any defects in school equipment, place or work, or system of work, which might endanger safety, health or welfare of which he/she becomes aware.

No person will intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience or other means or thing provided in pursuance or any of the relevant statutory provisions or otherwise, for securing safety, health or welfare or persons arising out of work activities.

Employees using available facilities and equipment provided should ensure that work practices are performed in the safest manner possible (see section 9 of safety, health and welfare at Capitals Work Act 1989).

### **Consultation and Information**

It is the policy of the Board of Management of **St. Joseph's Co-ed. Primary School** to consult with staff in preparation and completion of hazard control forms, to give a copy of the safety statement to all present and future staff, and to convey any additional information or instructions regarding health, safety and welfare at work to all staff as it becomes available. Health, safety and welfare at work will be considered in any future staff training and development plans.

### **Hazards**

Hazards shall be divided into two categories. Those which can be rectified will be dealt with as a matter of urgency. Those that cannot will be clearly indicated and appropriate procedures listed beside them. All hazards shall be eliminated in so far as resources and circumstances allow.

### **Fire**

It is the policy of the Board of Management of **St. Joseph's Co-ed. Primary** that:

- (i) The Board of Management will ensure that an adequate supply of fire extinguishers, suitable for the type of fires likely to occur in each area, is available, identified and regularly serviced by authorised and qualified persons. Each fire extinguisher shall have instructions for its use.



- (ii) The principal will ensure that fire drills shall take place at least once a term.
- (iii) Signs shall be clearly visible to ensure that visitors are aware of exit doors and routes.
- (iv) All doors, corridors, and entries shall be kept clear of obstruction and shall be able to be opened at all times from within the building. Each teacher who has an exit in his/her classroom must ensure it is kept clear. P.E. hall and main door - Principal will see they are free of obstruction.
- (v) A plan of the school shows assembly points outside the school. (see appendix 1)
- (vi) Assembly areas are designated outside each building, and the locations specified.
- (vii) Exit signs shall be clearly marked.
- (viii) All electrical equipment shall be left unplugged when unattended for lengthy periods and when the building is empty. Teachers are responsible for their own classroom.
- (ix) The secretary/Principal, as appropriate, is responsible for the office.
- (x) The staff room is every teacher's responsibility. All electrical equipment in the staff room such as the burco water machine, toaster, microwave etc must be switched off by the last person leaving the room after their break at 1:00pm. The principal will double check that all items are switched off after each school day. In the event that the Principal is absent, the Vice-Principal will check that electrical items are switched off.
- (xi) Bottled gas shall be stored in a secure place in such a manner as to minimise the danger of explosion in the case of fire.
- (xii) Principal shall be responsible for fire drills and evacuation procedures.

#### **Other Hazards:**

The following hazards (in so much as can be identified) are considered by the Board of Management to be a source of potential danger and are brought to the attention of all concerned.

1. Wet corridors
2. Climbing frames
3. Gas tanks
4. Trailing leads
5. Typewriters, Computers
6. Guillotine
7. Projectors
8. Fuse Board
9. Electric kettles
10. Boiler house



11. Ladders
12. Excess Gravel on school yard
13. Protruding units and fittings
14. Flat roof of hall and flat roof of school
15. External store to be kept locked
16. Lawnmower
17. Slabs around perimeter of school
18. Garden stores
19. Icy surfaces on a cold day
20. Mats in hall
21. Windows opening out

To minimise these dangers the following safety/ protective measures must be adhered to (see duties of employee pages 1-2 of this document):

- (a) Access to and operation of different types of equipment is restricted to qualified members of the staff, whose job function is that of running, maintaining, cleaning and monitoring particular items in the course of their normal duties. Copies of this Safety Statement will be sent to all contractors prior to contract by the Principal/Board of Management. Any other contractors entering the school must be shown a copy of the schools Safety Statement and shall adhere to its provisions.
- (b) In addition all such plant and machinery is to be used in strict accordance with the manufactures instructions and recommendations.
- (c) Where applicable Board of Management will ensure that members of the staff will have been instructed in the correct use of plant, machinery and equipment.
- (d) All machinery and electrical equipment are fitted with adequate safeguards.
- (e) Precautionary notices, in respect of safety matters are displayed at relevant points.
- (f) Ladders must be used with another person's assistance.
- (g) Avoid use of glass bottles where possible by pupils. Remove broken glass immediately on discovery
- (h) Principal will check that PE equipment is stacked securely and positioned so as not to cause a hazard.
- (i) Check that all PE and other mats are in good condition.
- (j) An annual routine for inspecting furniture, floors, apparatus, equipment and fittings. Board of Management Safety Officer and Staff Safety Representative.
- (k) Check that wooden beams, benches etc. are free from splinters and generally sound.
- (l) Check that vaulting horses, beams and benches are stable and do not wobble when in use.
- (m) Check that there are no uneven/broken/cracked paving slabs. Caretaker under Board of Management.
- (n) Will check that roofs, guttering, drain pipes etc as far as can be seen are sound and well maintained. Board of Management Safety Officer.
- (o) Teachers check that manholes are safe.
- (p) Check that all play areas are kept clean and free from glass before use.
- (q) Check that outside lighting works and is sufficient.



- (r) Check that all builder's materials, caretakers' maintenance equipment, external stores etc are stored securely.
- (s) Cleaning equipment for the 2015/2016 school year is now stored under the stairs for easy access by the school's contract cleaners. This door must be kept locked at all times and should only be opened for a brief period of time when the cleaner is getting his equipment ready.
- (t) Check that refuse is removed from building each day and is carefully stored outside.

### **Constant Hazards**

Machinery, Kitchen equipment, Electrical appliances.

It is the policy of the Board of Management of **St. Joseph's Co-ed. Primary** that machinery, kitchen equipment and electrical appliances are to be used only by competent and authorised persons. Such appliances and equipment will be subject to regular maintenance checks.

### **Electrical Appliances**

Arrangements will be made for all appliances to be checked on a regular basis at least annually by a competent person who is familiar with electrical appliances. Before using any appliance the user should check that:

- ◆ All safety guards which are a normal part of the appliance are in working order
- ◆ Power supply cables/leads are in tact and free of cuts or abrasions.
- ◆ Unplug leads of appliances when not in use.
- ◆ Suitable undamaged fused plug tops are used and fitted with the correct fuse.
- ◆ Follow official guidelines issued by the Health and Safety Authority.

### **Chemicals**

It is the policy of the Board of Management of **St. Joseph's Co-ed. Primary** that all chemicals, photocopier toner, detergents etc be stored in clearly identifiable containers bearing instructions and precautions for their use and shall be kept in a locked area, and protection provided to be used when handling them.

### **Drugs and Medication**

It is the policy of the Board of Management of **St. Joseph's Co-ed. Primary** that all drugs and/or medications owned personally by the children, etc be kept in a secure cabinet, locked at all times and the key kept in a separate and secure place. Teachers are not authorised to administer medicine of any kind including inhalers to children unless there is a doctor's note stating that the child in question may need to be administered this and written consent from the child's parent(s). If the child is in need of medicine and there is no doctor's note provided, parents have to come to the school and administer the medicine themselves.

### **Welfare**

To ensure the continued welfare of the staff and children, toilet and cloakroom areas are provided. A staffroom separate from the work area is provided, where tea and lunch breaks may be taken. Staff must co-operate in maintaining a high standard of hygiene in this area.



A high standard of hygiene must be achieved at all times. Adequate facilities for waste disposal must be available. An adequate supply of hot and cold water, towels and soap and sanitary disposal facilities must be available.

Members of staff and students are reminded:

- (a) A person who is under medical supervision or on prescribed medication and who has been certified fit for work, should notify the school of any known side effect or temporary physical disabilities which could hinder their work performance and which may be a danger to either themselves or their fellow workers. The school will arrange or assign appropriate tasks for the person to carry out in the Interim.
- (b) Staff and students are not allowed to attend the premises or carry out duties whilst under the influence of illicit drugs or alcohol. Any person found breaking this rule will be liable to disciplinary action.

### **Highly Polished Floors**

It is the policy of the Board of Management of **St. Joseph's Co-ed. Primary** that every attempt will be made to avoid the creation of slippery surfaces. The washing of floors shall be conducted, as far as is possible, after school hours to eliminate as far as possible, the danger of slipping. Where floors are wet, warning signs regarding wet floors shall be used. Attention is drawn to the possibility of outside floors and surfaces being affected by frost in cold weather, and staff and pupils shall be told to use handrails when going up or down stairs. Step edges shall be fitted with clearly marked edges of a non-slip nature wherever practical.

### **Smoking**

By law, smoking within the school premises is forbidden. Smokers must remain three metres outside the school premises while smoking. Failure to do so is considered an offence and a fine may be issued.

### **Broken Glass**

The Board of Management shall minimise the danger arising from broken glass. Staff are asked to report broken glass to the Principal so that it may be immediately removed.

### **Infectious Diseases**

It is the policy of the Board of Management of **St. Joseph's Co-ed. Primary** that all infectious diseases shall be notified and steps taken to ensure the safety of staff and students against all such diseases. The Board of Management will endeavour to minimise the risk by adherence to sound principles of cleanliness, hygiene and disinfection and have provided disposable gloves for use in all First Aid applications, cleaning tasks, etc. Toilets and washrooms shall be provided at all times with an adequate supply of water, soap and paper towels and a facility for the safe disposal of waste.

**Welfare in classrooms and yard times:**



### **Supervision:**

If a class teacher needs to step out of their class for whatever reason, he/she must keep their door open at all times when speaking to a child or another adult. If they are on break he/she must ask their colleague next door to supervise their class. **Children can only be supervised by another qualified teacher.**

### **Injuries:**

If a child suffers an injury out in yard or in class, parents must be contacted. In very serious cases an ambulance will have to be called. It is the responsibility of the class teacher to make sure parents are contacted. For serious accidents, the school Principal will make a call to the ambulance. If the Principal is absent, then it is the responsibility of the Vice-Principal to call an ambulance.

Accidents and incidents out in yard which are deemed to be serious by the supervising teachers are recorded in the junior and senior yard book.

For very serious accidents in yard and in class, records are made in the school's critical incidence book located in the secretary's office.

### **Welfare during school tours and other school trips:**

**Children are not allowed to go anywhere outside the school without parental consent even if the venue they are going to is very near the school.** The class teacher has to make sure that the roll is taken before leaving the school premises. Health and safety rules still operate as if the children were on the school premises. It is the responsibility of the class teacher to take care of their class while on a field trip/school tour. Head counts should be conducted regularly so that every child is accounted for while on the trip. If the teacher needs to be away from their class for whatever reason during a field trip/school tour, they need to make sure **another qualified teacher is present to supervise.** Two adults must accompany any given class when outside the school premises, one of which must be a qualified teacher.

### **Welfare when the children are within the school but not in their classroom:**

If the children are away from their class e.g. computers, P.E. etc, the teacher is required to bring their roll book with them at all times.

### **Access To School**

In as much as is compatible with the practical layout of the school premises, anyone entering the school premises shall be required to identify themselves to the Principal or the Secretary as relevant before gaining admittance to the school. Any contractor must make direct contact with the Principal before initiating any work on the premises and shall be shown a copy of the safety statement applying to the school and shall agree to its provisions. If a teacher or another adult working in the school does not know the person ringing the bell to gain access to the school, they are not allowed to enter without the authorisation of the Principal (Deputy Principal if the Principal is absent)



While work is in progress, any noise shall be avoided wherever possible during school hours and shall at all times be reduced to the minimum necessary. The contractor and his/her employees shall not create any hazard, permanent or temporary, without informing the principal or his nominated agent and shall mark such hazard with warning signs or other suitable protection.

### **Collecting Children**

- (1) All parent/guardians/carers in the interest of safety must obey all signs upon entering the school grounds.
- (2) Cars are advised to drive slowly on entering school grounds when collecting children.
- (3) Those parking outside the school grounds are advised to accompany children to and from the school premises.
- (4) Please note that the school accepts no responsibility for the safety of children outside the school premises during out of school hours. Anybody on the school premises before 8:40 and after 14:30 does so at their own risk.

### **Procedure when conducting fire drills here at St. Joseph's:**

At St. Joseph's, we have one fire drill every half term. The Principal notifies the teachers and the children of the first time we are doing a drill out in yard and a drill if there is a fire in yard. There is a Plan A and a Plan B for Fire Drills.

Plan A means that infant classes go to the Junior Yard.

Plan A means that 1<sup>st</sup> - 6<sup>th</sup> Class go to the Senior Yard.

Plan B means that all classes exit the school grounds and go to the IDA Building next to the school.

### **Procedure-Fire in the school:**

1. The alarm goes off
2. Children quietly and promptly line up and leave their classroom with their supervising teacher
3. Teacher takes roll book to assembly point
4. Class teachers use the exit that is nearest their classroom by following the green exit signs displayed at the top of each double door which will lead them out to yard.
5. Adults and children are not allowed to hold the door for each other when there is a fire drill taking place.
6. Teachers lead their class to their assembly point area outside in yard (see appendix 2)
7. Teachers call out the roll. The children indicate they are present by saying loudly 'anseo' or 'here'
8. After the fire drill the Principal will ask for verbal feedback from teachers how the fire drill went and how it could be done better next time by all.
9. Teachers may lead their classes back into the school premises once the Principal grants permission to do so.
10. The Deputy-Principal sends around a feedback sheet on how the fire drill went.
11. If teachers are out of their classrooms, they must use the nearest exit from whichever room they are in.



**Procedure-Fire in the yard:**

This is Plan B. If there ever is a fire out in yard, teachers lead their children to exit the building through the main reception door and the fire escape door out by the junior yard. Where possible, junior classes and the class in room 8 should exit the building through the junior yard. All other classes, should exit the building through the main reception doors. Reception and junior and senior infants should reassemble outside the school building on the footpath. All other classes may by-pass junior classes as they reassemble. Classes assemble at the business park which is next to the school. The Principal will be there to direct the classes on where they should line up as they enter the business park. Procedure for calling out the roll and leading the classes safely back into the school premises is followed the same as if there was a fire in the school building.

**Revision of This Safety Statement**

This statement shall be regularly revised by the Board Of Management of **St. Joseph's Co-ed. Primary** in accordance with experience and the requirements of the Health and Safety Act and the Health and Safety Authority.

Signed on behalf of the Board of Management:

Chairperson: \_\_\_\_\_ Date: \_\_\_\_\_

Principal: \_\_\_\_\_ Date: \_\_\_\_\_

Safety Officer: \_\_\_\_\_ Date: \_\_\_\_\_ Nominee of BOM

Safety Officer: \_\_\_\_\_ Date: \_\_\_\_\_ Nominee of staff